

2-27-2013

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, February 27, 2013
1:30 – 3:30 p.m.**

Members Present: Cheryl Stevens, John Bonaguro, Jeff Katz, David Lee, Craig Cobane, Dennis George, Kelly Madole, Gordon Emslie, and Connie Foster.

Guests Present: Sylvia Gaiko, Janet Appling for Sam Evans, Richard Miller, Ladonna Hunton, Tuesdi Helbig, Doug McElroy, Brian Meredith, Mike Dale, Beth Laves and Teresa Jackson.

I. Approval of February 13, 2013 Minutes

Dr. David Lee made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the February 13, 2013 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Cellular Allowance

Dr. Emslie reminded the deans that all cellular allowances currently paid with university funds will automatically end on May 31, 2013 and must be renewed if appropriate. He reminded the deans that those receiving the allowance are subject to an audit by the University to verify the necessity of the allowance.

B. Syllabi for 400G Course Sections

Dr. Emslie indicated that one of the SACS Committees had been reviewing syllabi for 400G course sections. He asked the deans to ensure that there is an obvious (to a SACS reviewer) difference between the course requirements for 400 course section and the 400G course section, as required by the SACSCOC Principles.

C. College T & P Guidelines

Mr. Tony Glisson, Director of Human Resources, had asked that Academic Affairs prepare EPAFs for those faculty receiving tenure and promotion this Fall, thus allowing Human Resources to pull from Banner the personnel action report for the Board of Regents Committee meetings in March. Because of the late request, Academic Affairs is unable to prepare the EPAFs on this timeline this year. Beginning next year, Academic Affairs will generate the EPAFs for faculty promotion and tenure actions sufficiently early that HR can pull the BOR report for the March committee meetings from Banner

Dr. Emslie indicated student workers should not be delivering tenure and promotion binders to, or picking them up from, Academic Affairs on their own.

An appropriate staff member should do this, assisted by a student worker if necessary.

There was discussion regarding the college guidelines for tenure and promotion. Dr. Emslie indicated several faculty members have commented that the departmental guidelines are unclear. Following discussion, Dr. Emslie indicated that the revised college tenure and promotion guidelines are due in Academic Affairs by Friday, March 22, 2013. The guidelines will be sent back to departments by April 4th for additional revisions if needed, so that they will be in place for the next round of reviews starting in the fall.

Dr. Cobane asked the deans to consider adding internationalization efforts as material in support of tenure and promotion applications.

D. Visiting Professor Titles

Dr. Miller distributed to deans a list of faculty that have been listed as "Visiting" for several years and asked that deans review this list and take action as appropriate. It was pointed out that the Faculty Handbook does not specifically provide a time limit for such positions. Following discussion, it was agreed that visiting appointments should be for one year, with possible renewal no more than twice (thus imposing a three-year limit). Dr. Emslie will forward this recommendation to the Faculty Handbook Committee.

E. Cost Reduction Worksheet

Dr. Emslie briefly discussed the Cost Reduction Worksheet and efficiencies currently in place. He asked the deans to forward new efficiencies to Ladonna Hunton by the end of the week.

III. Discussion Items

A. Policies

a. Evaluation of Faculty Credentials (1.1110)

There was brief discussion regarding feedback from departments. Dr. Emslie reminded deans to be working on the list of "responsible faculty" for every prefix. Dr. Emslie indicated Dr. Madole is drafting a policy for Evaluation of Graduate Assistant Instructor Credentials.

Dr. Lee made a motion, seconded by Dr. George, to forward the policy to the Senate Executive Committee for their consideration. The motion passed unanimously.

b. Academic Program Review (1.4020)

It was agreed that a “program” is a set of courses leading to a degree. There was some discussion regarding the timeline for program review, based both on the availability of IR data and on the desire to avoid excessive use of time during the Summer term for review. The dates in the draft policy were amended accordingly. Dr. Lee made a motion, seconded by Dean Foster, to update the policy as discussed. The motion passed unanimously.

c. Substantive Change (1.4010)

Dr. Emslie stated that this policy requires amendment due to new SACSCOC requirements. Following a brief discussion, Dr. Bonaguro made a motion, seconded by Dr. Stevens, to forward the policy to Administrative Council. The deans agreed unanimously.

d. Discrimination and Harassment Policy

Dr. Emslie indicated this policy had been drafted by Ms. Deborah Wilkins, General Counsel, from a combination of existing policies. Dr. Emslie asked deans to take this policy to departments for review.

There was discussion regarding the required number of times an administrator should complete sexual harassment training. It was recommended that all employees at the level of director or above should complete the training every 3 years.

e. Dual Career Hiring Policy

Dr. Emslie indicated he has worked on this policy with Dr. Madole and Mr. Tony Glisson, Director of Human Resources. Following a brief discussion, Dr. Bonaguro recommended that the policy be sent to Human Resources in its current form. The deans agreed.

B. FY 14 Faculty Salaries

Dr. Emslie discussed possible scenarios regarding faculty market equity adjustments in order to bring certain groups up to Benchmark. Ms. Hunton will work on assessing the salaries, relative to benchmark, of the three faculty ranks in each department, in order to identify the most pressing needs.

C. Other

Revised Mission Statement:

Dr. Emslie distributed a proposed revised mission statement from Administrative Council. Following discussion, Dr. Emslie agreed to forward the revised statement, with minor edits, to the Senate Executive Committee.

Faculty Roster Form:

Dr. Miller distributed Faculty Roster forms with Fall 2013 courses prepopulated. He indicated that he will be scheduling appointments with college department head meetings to discuss completing the forms. The deadline for completion is April 15.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date